

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Space Allocation & Facilities Branch DATE: 21 October 1974
THRU : Chief, Logistics Services Division
FROM : Chief, Telephone Facilities Branch

SUBJECT: Request for Secure Area, Room 1C6207
Headquarters Building

1. The Telephone Facilities Branch, LSD, OL is located in Room 1C6207 Headquarters Building. This branch is responsible for providing leased telecommunication services to all Agency components in the Washington Metropolitan area.

2. At present 19 three-way combination lock safes are now in use to properly secure the classified material of this office. A minimum of 30 minutes a day is required to open and close these safes.

3. It is requested that Room 1C6207 be converted to a secure area. If approval is granted to this request 19 safes valued at \$6,477.25 will be returned to stock and replaced with filing cabinets. Space Allocation & Facilities Branch has received an estimate of \$2,700 which represents the cost of construction and alarm system which will be required in order to secure this room.

4. If further information is required regarding this request please contact the undersigned on extension [redacted]

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